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LIAIS-3-1-2  
TLO meeting  
11/15

MINUTES

TRAINING OFFICERS MEETING

Document No. 015

NO CHANGE in Class. ☐

☐ DECLASSIFIED

Class. CHANGED TO: TS S (C)

DDA Memo, 4 Apr 77

Auth: DDA REG. 77/1763

Date: 6 Feb 78 By: 022

Thursday  
29 Apr 54

Attendance:

Mr. Baird, D/TR

25X1A

25X1A

25X1A

At the request of Mr. Baird, [REDACTED] reported briefly on the treatment given TSS matters in Phases I and II which he recently completed in a student capacity.

1. Failure to Arrive at Scheduled Briefings for Courses [REDACTED]

25X1A

25X1A

Mr. Baird read the contents of a memorandum prepared by Captain [REDACTED] Of thirty-seven personnel scheduled to attend a briefing for Phase III and SB students, only twenty-six appeared at the scheduled time. Separate, and in most instances individual briefings had to be arranged for the remainder. Mr. Baird emphasized that in the role of a service organization OTR wants to help but that there is a limit on the number of times such help can be given. After some discussion it was proposed by [REDACTED] that a standard but unannounced second briefing be scheduled. Mr. Baird decided that [REDACTED] would determine the time of the second briefing. If students fail to attend this make-up briefing they will not go [REDACTED] as tentatively scheduled.

25X1A

25X1A

25X1A

2. Assessment and EOD Testing Schedules:

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[REDACTED] strongly urged scheduling for EOD testing be arranged for attendance at least two Fridays before beginning date of BIC(cs). If this is missed there will still be opportunity to attend the next Friday testing instead of requiring students and

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25X1A testing personnel to appear on the Saturday before courses opening. It was recommended that the OTR registrar add (for other than EOD's) a reminder that pre-testing is required when notice of enrollment is sent to the student. As an outgrowth of further discussion about the pre-testing, invitation was extended to Mr. [REDACTED] to attend the next scheduled DD/P TLO meeting and explain the pre-testing policy and procedures.

25X1A [REDACTED] also commented on last minute cancellation of assessments.

25X1A It was recommended by [REDACTED] that assessment cancellations should follow the same channels as required courses.

3. Late Cancellations CPO:

25X1A This topic is allied to the preceding one. In the last CPO course five of twenty-two scheduled were cancelled on the Friday preceding or Monday beginning of the course. [REDACTED] inquired 25X1A for the names of those for follow up purposes. In response to a query by [REDACTED] announced that the FI backlog had apparently been caught up for the CPO course and as a result these specific last minute cancellations did not prohibit entrance of any others waiting for admission to the course.

4. Enrollment in Service Schools:

25X1A [REDACTED] raised some question about the general problem of cover and attendance at service schools. Regarding cover, Mr. Baird stated the desirability of regularly having the Agency represented at Service Schools by qualified senior personnel who could talk about the Agency. This would, of course, indicate a preference for DD/P personnel. It was recommended that the CS Training Committee regularize the procedure for processing applications within DD/P so that there would be as concrete evidence of approval and disapproval as is the current DD/I practice. As further assistance [REDACTED] urged that E&LTD announcements request contact with [REDACTED] or others through TLO's. OTR agreed to effect this and a memorandum covering the matter of registration channels has already been disseminated to OTR personnel.

25X1A [REDACTED] inquired about career development slots. After some discussion it was recommended that this matter be given consideration at a DD/P TLO meeting.

5. Investigative Techniques Course:

25X1A Questions on what are to be the stated objectives of the Investigative Techniques Program within OTR were raised by [REDACTED] and [REDACTED] Mr. Baird and [REDACTED] outlined the present plan for

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25X1A utilizing [REDACTED] Fundamentally this problem is no different from many of the others confronting OTR. It boils down to the matter of requirements.

6. Constructive Credit for Courses:

25X1A [REDACTED] submitted for consideration several cases in which formal notice of the granting of constructive credit had been sent to her office. As a result of these instances of apparent misunderstanding of the intent of constructive credit, Mr. Baird officially requested the CS Training Committee to look over all these cases and to approve or disapprove the action taken. A formal memorandum of such request is to be sent to [REDACTED] by Mr. Baird based upon information furnished him by the OTR Registrar. 25X1A

7. Announcements:

a. Mr. Baird recommended that JOT's be given other on-the-job training or desk experience upon completion of Phase II before being scheduled for Phase III Instruction. It was generally agreed that this was desirable. Mr. Baird asked that the scheduling of JOT's for Phase III be left up to the CSC Training Committee.

25X1A b. Copies of a report prepared by [REDACTED] were distributed to members of the CSC Training Committee. Mr. Baird then read a letter which had gone to DD/P, DDCI, and others releasing Major 25X1A [REDACTED] to the Airforce because of an apparent lack in the requirement for internally training Agency personnel in written and 25X1A spoken Mandarin Chinese. During [REDACTED] availability, to OTR, in a year and a half, he had one student.

25X1A [REDACTED] emphasized the effectiveness of the internal language training as presently set up in J Building.

25X1A [REDACTED] requested that TLO's be promptly informed when language students drop out of training. OTR will incorporate this as standard procedure.

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PROPOSED AGENDA

TRAINING OFFICERS MEETING

T h u r s d a y  
20 Apr 54

1. Failure to arrive at scheduled briefings for courses  
at [REDACTED]
2. Assessment and EOD Testing Schedules ([REDACTED])
3. Late Cancellations, CPO [REDACTED]
4. Enrollment in Service Schools [REDACTED]
5. Investigative Techniques Course [REDACTED]
6. Constructive Credit for Courses (Registrar)

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*JOTs to phase III*